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ROBERT L. CHILDREE
State Comptroller

July 20, 2005

MEMORANDUM

TO: All Non-AMS Agencies
Chief Fiscal Officers
Chief Information Officers

FROM: Robert L. Childree
State Comptroller

SUBJECT: EFT File Information

My office is currently working on implementing Electronic Funds Transfer (EFT) payments for vendors. This process will require changes to your file layouts as well as accounting procedures. Even though we are still in the testing stage for EFT processing, you need to be aware of the necessary modifications that will be required in your systems.

- The voucher creation program used to integrate your system with the Central Accounting System (CAS) must be changed. Your interface file FM.INTG.PV.AXXX(+1) (where XXX is your state departmental code) has a field named EFT-IND. This field is in position number 323, Pic X and **must** contain an "N" as the value **at this time**. In order to later utilize the EFT option, your system should be able to populate this field with an "N" to issue a paper warrant or a "Y" to use the EFT option for active EFT vendors. The change to place an "N" in position number 323 should be implemented as soon as possible, but no later than October 1, 2005.
- On the Vendor Table, file name FM.SG.VSAM.AFNX.COMMVEND, the EFT-STATUS will determine whether a vendor can be paid by EFT. The EFT-STATUS is in position number 591 and is Pic X, with an "A" indicating that it is an active EFT vendor, an "N" indicating that the vendor is not eligible for EFT payments, and an "H" indicating that the vendor is on hold and is inactive at the current time for EFT payments.
- On the General Ledger file, FM.SG.AFNX.GENLEDD.AXXX (where XXX is your state departmental code), there will be a new "EF" code in the TRANS-CODE. The TRANS-CODE is in position number 37-38 and is Pic X(2). This code will be in addition to the "AD" and "MW" that are currently sent. Therefore you will receive "AD", "MW", and "EF" transactions once we fully implement this process.

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- EFT vendor payment vouchers will be required to be batched separately from regular payment vouchers (type 1) and interfund payment vouchers (type 2) and should be marked accordingly.
- It will be the agencies' responsibility to notify their vendors of EFT payments that are transmitted. An addendum record will accompany each EFT payment containing limited information including "State of AL", agency name, agency number, voucher number, and telephone number for your department. A daily report will be distributed to your agency containing the EFT payments made for that day. It will be each department's responsibility to provide the vendor with any additional information they require, such as account number, invoice number, case number, etc.

I appreciate your assistance in this matter, and if you need additional information, please contact Kathleen Baxter at (334) 242-4857 or kathleen.baxter@comptroller.alabama.gov.

RLC/kb